PageCenter Application
UC Berkeley, Central Payroll

Last Updated October 2011
Overview

• Introduction to PageCenter
• Requesting access to use PageCenter
• Accessing PageCenter
• Logging into PageCenter
• Viewing the reports in PageCenter
• Using the History link to view reports from previous months
• Using the Restore link to make reports that are in the vault viewable
• Navigating through a report
• Local Printing
Introduction

PageCenter is a web-based tool used for viewing select payroll reports in an on-line format identical to that of the printed report.

**It is intended for inquiry only**
Requesting PageCenter Access

An **MSO, CAO, or higher may request access for an employee. To request access they must email:** pps_access@berkeley.edu

When requesting access the following information must be provided:

1. Name (Last Name, First Name)
2. University ID (Employee ID)
3. Employee’s Calnet ID
4. Processing Unit(s)
How to Access PageCenter

To access PageCenter you go to the Payroll website at http://controller.berkeley.edu/payroll/
Click PageCenter on left side of payroll webpage
Click the PageCenter website link to open PageCenter application.

PageCenter Information

To view Payroll Reports, go to the PageCenter website. Due to the migration of PPS to UCOP, reports generated prior to August 2009 can be found in the "Payroll@UCB" mailbox. Reports generated after August 2009 are located in the "Payroll@UCOP" mailbox.

View a PageCenter Presentation (PowerPoint)

What is PageCenter?

PageCenter is a web-based tool used for viewing the PPP5302 – Payroll Expense Distribution Report – in an on-line format identical to that of the printed report. It is intended for inquiry only.

How can I get a login ID to PageCenter?

MSOs and CAOs should request PageCenter access for their employees from the Controller's Office – Payroll Systems Unit via e-mail at pps_access@berkeley.edu, providing CalNet ID and the list of processing units to be accessed by the employee. Your CalNet ID will be used to authenticate PageCenter access. Processing unit/home department is the unit of access for PageCenter users.
On August 29th, IT migrated the PageCenter mainframe to UCOP. As a result PageCenter users see two options when logging into PageCenter.

- **Option 1: PageCenter at UCOP**
  This option contains all archived (excludes vaulted reports) reports that were in PageCenter at the close of Friday, August 26, 2011. In addition any new reports that are created are stored here.

- **Option 2: Historical PageCenter (UCB)**
  This contains all archived and vaulted reports that were in PageCenter prior to Friday, August 29th 2011. The UCB option will be eliminated Dec. 2011.
PageCenter Login Screen

Access Using Your CalNet ID and Password
Upon logging in, you will be brought to the Mailbox List screen.

Note: that you will always be able to see what screen you are on by looking in the pink header section.
Click the “Payroll” link to access the payroll reports.

Note: If you have access to more than just payroll reports, you will have other options listed here.
This will bring you to the Application List screen
Click the “PPP” link
This will bring you to the Notice List screen

Note: The most recent version of all of the reports that you have access to will be listed on this screen
To view a report, click the report link

<table>
<thead>
<tr>
<th>Pageset</th>
<th>Description</th>
<th>Date</th>
<th>Time</th>
<th>Size</th>
<th>Pages</th>
<th>Status</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINE</td>
<td>EXPENSE DIST REPORT (TRAINING)</td>
<td>05/14/2007</td>
<td>15:42</td>
<td>1460</td>
<td>32</td>
<td>New</td>
<td>ARCHIVE</td>
</tr>
</tbody>
</table>
Viewing Prior Months’ Reports

• Only the most recent version of a report is listed on the Notice List (main screen) screen.

• To view prior months’ reports, you must look in the Pageset History List screen.
To access the Pageset History screen, click the checkbox that’s located next to the report link in the Notice List screen.

Note: Please note that we are doing this from the Notice List screen.
Then click History located in the pink header menu.
Restoring Reports

• Reports are generally available in the **archive** for approximately 6 months.

• Once a report passes its retention period, it is put in the **vault**.

• Depending on the report, and the month that you are trying to view you may need to **restore** a report first in order to view.
Look in the “Retention Type” column to see if a report is in the archive or in the vault

<table>
<thead>
<tr>
<th>Generation</th>
<th>Pages Size</th>
<th>Location</th>
<th>Retention Type</th>
<th>Retention Begins</th>
<th>Expires</th>
<th>Status</th>
<th>Jobname</th>
<th>SYSOUT</th>
<th>Count</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINE 2007-03-07 15:44 17.24</td>
<td>18</td>
<td>ARCHIVE</td>
<td>ARCHIVE</td>
<td>2007-03-07 15:44</td>
<td>2008-03-07 OK</td>
<td>PPP32DET</td>
<td>1</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LINE 2007-02-07 15:12 43.51</td>
<td>18</td>
<td>VAULT-1</td>
<td>VAULT</td>
<td>2008-02-10 13:30</td>
<td>2018-02-10 OK</td>
<td>PPP32DET</td>
<td>1</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If a report is listed as being in the archive, then click the link to view.
It is only when a report is in the vault that you need to **restore** it before viewing it.

<table>
<thead>
<tr>
<th>Application</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pageset</td>
<td>PPP5302$P</td>
</tr>
<tr>
<td>Retention</td>
<td>Archive - 001YR Vault - 010YR $VPC DDGroup</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Generation</th>
<th>Pages Size</th>
<th>Location</th>
<th>Type</th>
<th>Retention Begins</th>
<th>Expires</th>
<th>Status</th>
<th>Jobname</th>
<th>SYSOUT Count</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-02-07 15:12:43.51</td>
<td>1035 VAULT-1</td>
<td>VAULT</td>
<td>VAULT</td>
<td>2008-02-10 13:30</td>
<td>2019-02-10 OK</td>
<td>PPP32DET</td>
<td>1</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
To restore a report, click the check box next to the report that you want to retrieve from the vault.
### Pageset History

**Application:** PPP  
**Pageset:** PPP5302P  
**Retention:** Archive - 001YR Vault - 010YR $VPC DDGroup

---

<table>
<thead>
<tr>
<th>Generation</th>
<th>Pages</th>
<th>Size</th>
<th>Location</th>
<th>Type</th>
<th>Begins</th>
<th>Expires</th>
<th>Status</th>
<th>Jobname</th>
<th>SYSOUT</th>
<th>Count</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-02-07 15:12:43.51</td>
<td>18</td>
<td>1035</td>
<td>VAULT-1</td>
<td>VAULT</td>
<td>2008-02-10 13:30</td>
<td>2019-02-10 OK</td>
<td>PPP32DET</td>
<td>1</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Navigating Through Pages

There are two ways to navigate through the pages of a report:

1. Page by page (page up or page down)
2. Skip to a specific page
To navigate page by page, click the page up or page down links located in the pink header.

Note: You can also use the top and bottom links to go directly to the first or last page of a report.
To skip to a specific page, enter the page number and press GO.
You also can search for text within a report by entering in your search term and pressing **GO**
Printing

In order to print, you may need to install a printer plug-in on your computer.

If you receive a message stating that you need a printer plugin please contact your local IT personnel and have them email Allen Lee at aolee@berkeley.edu for printer information.
Click **local print** located in the pink header
From here you can select the pages you want to print and the page layout (portrait or landscape).

*** The Local Print may take a significant amount of time to create. The creation time depends on the total number of pages requested. ***

- **All**
- **Current Page** (1)
- **Pages:** Enter page numbers and/or page ranges. For example: 1,3,5-10

Col Range: 1 to 132

Change Font for Print: 
Font: century gothic - 9

Top Margin: 0.5 in.
Left Margin: 0.5 in.

- **Portrait**
- **Landscape**

Please note that the page numbers should be the PageCenter page numbers **NOT** the page numbers displayed on the actual report.
Click print located in the pink header

*** The Local Print may take a significant amount of time to create. The creation time depends on the total number of pages requested. ***

- All
- Current Page (1)
- Pages: [ ] Enter page numbers and/or page ranges.
  For example: 1,3,5-10

Col Range: [ ]
Change Font for Print: [ ]
Font: century gothic - 9

Top Margin: [ ] in.
Left Margin: [ ] in.
- Portrait
- Landscape

- Fit to Printable Area
- No Form Feed

Web Access Printing - 1.2.021
Logoff when you are done using the application!
Questions about PageCenter?

Regarding functional use:
• Email: pps_access@berkeley.edu

Regarding technical issues:
• Email: Allen Lee, aolee@berkeley.edu